

DEPARTMENTAL GENERAL ORDER 16-46

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

G-4
September 14, 2016

Index as:

Approval of Training and Travel
Expenses, Training and Travel
Requests for Training and Travel

Cancels:

General Order 10-46

TRAINING AND TRAVEL GUIDELINES

I. PURPOSE

The following information is intended to serve as guidelines that will supplement existing procedures related to Department training and travel. These guidelines are necessary to assist the majority of Department employees who do not attend training or travel on a regular basis.

II. DEFINITIONS

Out-of-town travel: Any travel where an overnight stay is required, regardless of whether the travel is County-funded or not. Per diem funds are available for out-of-town travel.

Local travel: Any travel where an overnight stay is NOT required. Per diem funds are not available for local travel.

Travel Administrative Transmittal Sheet (ATS): Form F298T. One ATS is required for submission of a travel packet to the Chief of Police. Available on Department Forms.

Request for Travel Authorization: Form FM-TR01. To be used for out-of-town travel requests. One Form FM-TR01 is required for EACH traveler. The form is only available as a carbon hard-copy format, available in VSU.

Request for Local Travel/Training Authorization: Electronic County form, to be used for local travel requests. Available on CountyNet, Budget Office Forms.

St. Louis County Travel Policy: The St. Louis County's Travel Policy. Traveling Police personnel are subject to the terms of the County Travel Policy. The current Travel Policy can be found on CountyNet, Budget Office.

III. PROCEDURES

- A. Requests for out-of-town business duty or educational travel must be submitted to the Chief of Police on a fully-completed Travel Administrative Transmittal Sheet (F-298T), accompanied by a fully-completed St. Louis County Request for Travel Authorization form (FM-TR01) for each traveling employee. **All requests for out-of-town travel, regardless of cost,** will require the approval of the County Executive, the Director of

Administration, or the Budget Office, via the ATS(Department routing only) and form FM-TR01.

- B. Requests for local business duty or educational travel where a cost to St. Louis County is incurred must be submitted to the Chief of Police on a fully-completed Travel Administrative Transmittal Sheet (F-298T), accompanied by a fully-completed Request for Local Travel/Training Authorization form for each traveling employee (only one form is required for luncheon/banquet-type events). Requests for local travel where a cost to St. Louis County is incurred require the approval of the Chief of Police.
- C. The Travel ATS must include the name and DSN of the traveling employee, a description of the event, the dates, times, location, and total cost, if any. Any available brochures and/or agendas related to the request should be attached as well. If multiple employees are traveling to the same event, justification for sending multiple employees should be made on the ATS. The event and expenditure must be described as having been a budgeted item, a non-budgeted item, or an asset sharing item. **If the cost exceeds the original amount budgeted or is a non-budgeted item, the Travel ATS shall indicate where additional funds may be found.** If budgeted, attach a copy of the budget page listing the item and highlight the item.
- D. **If this request is for a luncheon/banquet type event, and if St. Louis County is paying for it, a list of County funded attendees shall be provided with the payment documentation. (I.E., we buy tickets for ten employees for an awards banquet. A list of those attendees should be submitted with the invoice/receipt.)**
- E. Prior to completing the portion of the Request for Travel Authorization form (FM-TR01) that requires travel per diem amounts, the employee should contact the Vehicle and Supply Unit for up-to-date per diem and mileage rates.
- F. The travel packet, as submitted to the Chief of Police, should include the Travel ATS, all required travel forms, training itineraries/agendas, flight and hotel options, and justification for auto rental (if applicable). Note, all travel forms **MUST** be personally signed by the traveling employee; travel forms that are not signed by the traveling employee cannot be accepted. **Requests for out-of-town travel should be submitted no less than six weeks prior to the event whenever possible.**
- G. It is the responsibility of the Vehicle and Supply Unit to establish and confirm enrollment registrations, airline bookings, and hotel reservations after being notified of trip approval. Employees shall not confirm enrollment, buy/reserve airline tickets, or reserve a room; this will be completed by the Vehicle and Supply Unit and coordinated with the employee upon final approval. Any expense reports must be submitted to the Vehicle and Supply Unit within one week of completing the travel requested, and must include the original hotel invoice and all reimbursable receipts, (parking, shuttle, etc.).

IV. ROUTING

- A. The Request for Travel Authorization must be attached to a Travel ATS and forwarded through the chain of command for final approval by the Chief of Police.
- B. After final approval, the entire package will be forwarded to the Vehicle and Supply Unit. The Vehicle and Supply Unit shall forward a copy of the approved ATS to the originating employee and the Bureau of Staff Services for inclusion on the Personnel Order.
- C. In the event that the request does not receive final approval, the package will be forwarded to the Vehicle and Supply Unit, which will return the rejected request to the division commanding officer.

V. EXCEPTIONS

- A. A Travel ATS and Travel Authorization form are not required for classes at the County and Municipal Police Academy (C.M.P.A.). Training requests for classes provided by the C.M.P.A. shall be submitted as a registration request to the C.M.P.A. as follows:
 - 1. Obtain the program announcement and registration form of the course you wish to attend from the C.M.P.A. or its website and forward to your supervisor for approval;
 - 2. Request that your supervisor or supervisor's designee go to the C.M.P.A. website at <http://www.stlcmpa.org> and click on the Online Course Registration and complete the form as instructed; or
 - 3. Call the Academy and talk to the Continuing Education Coordinator for additional assistance.
- B. The procedures outlined in Sections II and III do not apply to fugitive and investigative travel, which have their own established guidelines that can be found in the Division of Criminal Investigation Policy and Procedures Manual.

VI. OTHER EXPENSES

- A. Reimbursement for meal(s) will not be made unless training or travel is overnight. Department petty cash will not be used for eligible meal reimbursements.
- B. All local training and travel must be approved by the employee's direct supervisor and Division Commanding Officer. Only Department approval is required for training and travel which does not involve an expenditure of St. Louis County funds. If there is a cost to St. Louis County, an employee must obtain approval for local training and travel by submitting the Request for Local Travel/Training Authorization form and all related

training agendas or itemized receipts through the Chain of Command to the Vehicle and Supply Unit for payment, reimbursement or retention. The form may be obtained in the CountyNet under Fiscal Management Memos and Documents of Importance Travel/Expenses Procedures, page III-7.3.1.

- C. Parking costs will be reimbursed for Department-approved training and travel. Department personnel are encouraged to identify these costs, or estimate costs, at the time training or travel is originally requested. Failure to do so may result in a delay of reimbursement. Department petty cash may be used for local parking reimbursements up to \$50.00 with a receipt. If a traveling employee must use airport parking while on out-of-town travel, the most economical parking option should be used whenever possible.
- D. Additional insurance for approved auto rentals is unnecessary because employees are covered by the County policy for damages and liability when on police business. **Traveling employees should refuse all additional insurance offered by auto rental vendors.**
- E. Any requests for travel reimbursement other than those listed in these guidelines must be submitted in writing to the Chief of Police.

Adopted by Command Staff

By order of:

JB: pm

COLONEL JON M. BELMAR
Chief of Police

Attachment:

[Request for Local Travel/Training Authorization Form](#)

Approved at the regular Board meeting of September 14, 2016.

MR. ROLAND J. CORVINGTON
COMMISSIONER
Chairman

MS. LAURIE L. WESTFALL
COMMISSIONER
Secretary

Distribution

All Department Personnel

CALEA Reference
33.1.3